Drayage Handling Form Information

NIAGARA FALLS USA | CONVENTION CENTER

101 OLD FALLS STREET, NIAGARA FALLS, NY 14303 | PHONE: (716) 278-2100 FAX: (716) 278-0008

For questions, please contact our Event Service Department at (716) 278-2100.

SHIPPING TO NIAGARA FALLS CONVENTION CENTER (NFCC)

- **Shipments may not arrive earlier than THREE (3) business days prior to the first move-in day, unless special arrangements have been made with our Event Service Department.**
- **ALL SHIPMENTS MUST ARRIVE PREPAID.** Collect shipment will be refused!
- **A 25% surcharge will be added to the drayage total if payment is not received prior to the show.**
- NFCC will not be responsible for the condition, count or content of shipments until such a time as exhibits or materials are picked up for removal after the close of the exhibition.
- All items are to be marked with your company name, room name (location), and name of show.
- NFCC charges drayage for all freight received.
- These charges are for the labor required to receive, store, deliver freight to room, remove, store and return empty containers, remove shipment from room and deliver to loading area of exhibit hall, where they will be loaded on common carrier's trucks.

SHIPPING AT END OF SHOW INSTRUCTIONS

- Exhibitors need to bring the following to the show: shipping labels, packing tape, bill of ladings for preferred carriers marked with the company's account number or COD, phone number of carrier.
- **THE EXHIBITOR MUST CALL THE PREFERRED CARRIER!** The carrier is to be informed that they have a pick up for **THE EXHIBITING COMPANY.**
    - **Location: Niagara Falls Convention Center, 101 Old Falls Street, Niagara Falls, NY 14303**
    - **Loading Dock off of Second Street**
    - **Shipments may be picked up Monday-Friday, 9AM-5PM**
- All items are to be properly packaged, labeled and called for a pickup prior to contacting the NFCC. Once those are complete the NFCC will then:
    - Remove drayage from room to loading area where they will be loaded on common carrier trucks.
- NFCC's preferred carrier is FedEx.
- Items left in the rooms without instructions for return will be returned to our storage area and held for disposition at an additional charge of 15% of drayage handling charges. NFCC will use its discretion on shipping time and choice of carrier for these items.

INSURANCE

- NFCC is not responsible for lost or misplaced freight; NFCC is not responsible for any materials left unattended. NFCC is not responsible for lost or damaged (including concealed damage) of freight. All carrier claims will be the sole responsibility of exhibitor.
- NFCC is not responsible for the count or content of material after it has been placed in the exhibit area, before or during installation time, or at the conclusion of the event, or prior to taking physical count and possession in preparation to move such materials.
- The exhibitor agrees to hold the NFCC harmless for responsibility of concealed and/or apparent damage to uncrate and/or non shrink-wrapped exhibit material. The exhibitor should make certain all material is properly insured against "ALL RISK" while in transit to and from your point of origin, to and from your room, and through the duration of the show.

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Please return this form with your payment.

Drayage Service *All services are provided exclusively by Niagara Falls Convention Center*			
Quantity	**Weight of Package**	**Price Per Package**	**Total**
	0-50 lbs	$25.00	
	Over 50 lbs	$50.00	
	Crates	$200.00	
	Pallets	$200.00	
A 25% surcharge will be added to the drayage total if payment is not received prior to the show.		**Total $**	
		Sales Tax (8%) $	
		Overall Total $	

Event: _____

Date: _____

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone:** _____

Email: _____

Drayage Form Shipping Labels

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EXHIBITOR SHIPPING & RECEIVING	
Event:	Company Name:
Booth #/Location:	Contact:
Event Move-In Date:	**Shipping from Address:**
Date Received by NFCC:	**Shipping to Address:** **101 Old Falls Street, Niagara Falls, NY 14303**
Received by:	Phone: Fax:
Date Claimed:	E-mail:
Box #: _____ of _____ / Pallet #: _____ of _____	

NFCC WILL NOT BE RESPONSIBLE FOR DAMAGE TO UNCRATED AND PACKAGES THAT ARE NOT SHRINK-WRAPPED, NOR WILL WE BE RESPONSIBLE FOR CONCEALED DAMAGE TO MATERIAL

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